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United States
Department of
Agriculture

Food Safety
and Inspection
Service

July 1984

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Compilation of Meat and Poultry Inspection Issuances

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EDUCATION SECTION
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1. The purpose of this document is to provide a comprehensive overview of the current state of the project and to identify the key challenges that must be addressed in order to achieve the desired outcomes. This document is intended for the use of senior management and is not to be distributed outside of the project team.

2. The project has been initiated in response to the need for a new system that will enable the organization to better manage its resources and improve its operational efficiency. The project team has conducted a thorough analysis of the current system and has identified a number of key areas for improvement.

3. The project team has developed a detailed plan of action that outlines the steps that will be taken to implement the new system. This plan includes a timeline for the project and a list of the resources that will be required. The project team is confident that the new system will be implemented successfully and will result in significant improvements in the organization's performance.

4. The project team has identified a number of key challenges that must be addressed in order to achieve the desired outcomes. These challenges include the need for a clear understanding of the requirements for the new system, the need for a strong commitment from senior management, and the need for a well-defined project management process.

5. The project team has developed a number of strategies to address these challenges. These strategies include the establishment of a project steering committee, the development of a detailed project management plan, and the implementation of a robust communication strategy. The project team is confident that these strategies will enable the project to be completed successfully and will result in the desired outcomes.

6. The project team has identified a number of key risks that must be managed in order to ensure the successful completion of the project. These risks include the risk of budget overruns, the risk of delays, and the risk of poor quality. The project team has developed a number of strategies to manage these risks, including the establishment of a risk management process and the implementation of a robust quality control system.

7. The project team has identified a number of key stakeholders that must be engaged in order to ensure the successful completion of the project. These stakeholders include senior management, the project team, and the end users. The project team has developed a number of strategies to engage these stakeholders, including the establishment of a stakeholder management process and the implementation of a robust communication strategy.

8. The project team has identified a number of key metrics that will be used to measure the success of the project. These metrics include the project budget, the project timeline, and the quality of the project deliverables. The project team has developed a number of strategies to manage these metrics, including the establishment of a performance management process and the implementation of a robust monitoring system.

9. The project team has identified a number of key lessons learned that will be used to inform the implementation of future projects. These lessons learned include the importance of a clear understanding of the requirements for the new system, the importance of a strong commitment from senior management, and the importance of a well-defined project management process.

10. The project team has identified a number of key next steps that must be taken in order to ensure the successful completion of the project. These next steps include the development of a detailed project management plan, the implementation of a robust communication strategy, and the establishment of a risk management process.

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CHANGE 84-6	Meat and Poultry Inspection Manual

The period covered in this Issuance is June 20, 1984 to
July 18, 1984.

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, D.C.

FSIS CHECKLIST 2-84 7/17/84

This checklist provides a listing of published Food Safety and Inspection Service (FSIS) issuances and gives instructions for discontinuing issuances for FSIS use. The period covered by this checklist extends from April 1, 1984 to June 30, 1984.

Distribution codes for FSIS Directives and Notices are explained on the inside cover of FSIS Directives Subject and Numeric Index. Issuances are distributed only to the organization units listed under "Distribution". If your office was listed but did not receive the issuance(s), you may order replacement copies from Administrative Services Division (ASD), Paperwork Management Branch (PMB), Room 0155-South Building, Washington, D.C. 20250. Offices not listed under the "Distribution", should order copies by memorandum through normal channels.

DIRECTIVES ISSUED

<u>NO. and DATE</u>	<u>SUBJECT</u>	<u>DISTRIBUTION</u>
4335.3 5/21/84	REASSIGNMENT OF VETERINARY MEDICAL OFFICERS	X01; X09; X10; M91
5110.1 5/18/84 Reissue	REIMBURSABLE SERVICES REFERENCE GUIDE	X01; X04; X07; M90; M09-M12
7220.1 Amend. 2 5/1/84	STANDARDS AND LABELING DIVISION POLICY MEMORANDA NOTE: Number of basic directive changed from 7320.1 to 7220.1.	M91; M94; S01; CM3
9020.1 5/15/84 Reissue	GENERAL EXPORT INFORMATION	M91; M93; M94; S01; CM1

DISTRIBUTION: G03

OPI: ASD - Paperwork Management Branch

DIRECTIVES ISSUED

<u>NO. and DATE</u>	<u>SUBJECT</u>	<u>DISTRIBUTION</u>
9040.1 5/15/84	PRODUCT REINSPECTION	M91; M93; M94; S01; CM1
9060.1 4/5/84 Reissue	CROSS-UTILIZATION OF POULTRY GRADERS AND FOOD INSPECTORS	X90; M91; CM3

DIRECTIVE CANCELLED

<u>DATE and NO.</u>	<u>SUBJECT</u>
9060.1 8/17/82	CROSS-UTILIZATION OF POULTRY GRADERS AND FOOD INSPECTORS (Superseded by FSIS Directive 9060.1, 4/5/84)

BULLETINS CANCELLED

<u>DATE and NO.</u>	<u>SUBJECT</u>
78-72 7/14/78	LABEL APPROVAL FOR PRODUCT INTENDED FOR EXPORT (Superseded by FSIS Directive 9020.1, 5/15/84)
81-36 8/11/81	MPI DATA CENTER MAILING ADDRESS (Superseded by FSIS Notice 34-84, 6/20/84)
82-20 4/20/82	REIMBURSABLE SERVICES REFERENCE GUIDE (Superseded by FSIS Directive 5110.1, 5/18/84)
83-60 12/19/83	POULTRY PLANTS ELIGIBLE TO EXPORT TO THE UNITED KINGDOM (Superseded by FSIS Notice 30-84, 6/8/84)
83-61 12/19/83	MEAT PLANTS ELIGIBLE TO EXPORT FURTHER PROCESSED MEAT PRODUCTS TO THE UNITED KINGDOM (Superseded by FSIS Notice 14-84, 4/5/84)
84-2 1/20/84	APPLICATION OF FOREIGN LANGUAGE STICKERS ON APPROVED LABELS (Superseded by FSIS Directive 9020.1, 5/15/84)

MPI MANUAL CANCELLED

Section 22.1	GENERAL REQUIREMENTS (Superseded by FSIS Directive 9020.1, 5/15/84)
Section 22.2	APPLICATION
Section 22.3	PRODUCT REINSPECTION
Section 22.6	NET WEIGHT (Superseded by FSIS Directive 9040.1, 5/15/84)

NOTICES ISSUED

<u>NO. and DATE</u>	<u>SUBJECT</u>	<u>DISTRIBUTION</u>
12-84 4/4/84	CHECKLIST OF MPI BULLETINS	M91; M94
13-84 4/4/84	ANNUAL NOTICE TO HIGH-MILEAGE DRIVERS	G01, Regular G02, All Employees
14-84 4/5/84 Reissue	MEAT PLANTS ELIGIBLE TO EXPORT FURTHER PROCESSED MEAT PRODUCTS TO THE UNITED KINGDOM	M91; M94
15-84 4/6/84	RELOCATION OF EMPLOYEE RELATIONS BRANCH PERSONNEL DIVISION	G01
16-84 4/10/84	LEAVE DISCREPANCIES	G03, All Employees
17-84 4/12/84	MALACHITE GREEN SCREENING TEST FOR SULFITE	M91; M94
18-84 4/12/84	EXPORT OF BEEF LUNGS TO MALAYSIA	M91; M94
19-84 4/18/84	EXPORT CERTIFICATES FOR FRANCE	M91; M93; M94
20-84 4/20/84	EXPORT OF FULLY CURED BACON, HAM, AND PORK SPARERIBS TO THE UNITED KINGDOM	M91; M93; M94
21-84 4/24/84	INFORMATION REGARDING THE PFF REGULATION	M91; CM3; M28
22-84 5/1/84	CHANGE TO 9300-3 (ANTE-MORTEM AND POST- MORTEM INSPECTION SUMMARY) - SHEEP AND GOATS	M91; M93; M94; S03; CM3
23-84 5/8/84	HONOR AWARDS CEREMONY 1984	G01, All Employees G02, Regular
24-84 5/10/84	CUTOFF DATES - YEAR END PURCHASES	G03, (Except M12-M14)
25-84 6/4/84 Reissue	RECESSION OF FSIS NOTICE 6-84	M91; M93; M94; S03; CM3 and Packers & Stockyard Agencies
26-84 6/5/84 Reissue	EXPORT CERTIFICATES FOR FRANCE - REVISED	M91; M93; M94

27-84 6/6/84	RELOCATION OF FINANCE DIVISION	G01
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29-84 6/6/84	IMPLEMENTING PFF REGULATIONS	M91; M93; M94; S03; CM3
30-84 6/8/84 Reissue	POULTRY PLANTS ELIGIBLE TO EXPORT TO THE UNITED KINGDOM	M91; M93; M94; S03; CM3
31-84 6/8/84 Reissue	MEAT PLANTS ELIGIBLE TO EXPORT FURTHER PROCESSED MEAT PRODUCTS TO THE UNITED KINGDOM	M91; M93; M94; S03; CM3
32-84 6/14/84	MERIT PAY POOL DESIGNATIONS FY 1984	G03 (Except M12)
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34-84 6/20/84 Reissue	MPI DATA CENTER MAILING ADDRESS	M91; M93; M94; S03; CM3
35-84 6/20/84	ASSIGNMENT REPORTING SYSTEM	M91; M93; M94; S03; CM3
36-84 6/22/84	CONGRESSIONAL TESTIMONY BY FIELD EMPLOYEES	G01; G02, All Employees
37-84 6/27/84	RELOCATION OF SAFETY OFFICE AND FOIA OFFICE	G03 (Except M11-M14)

NOTICES CANCELLED

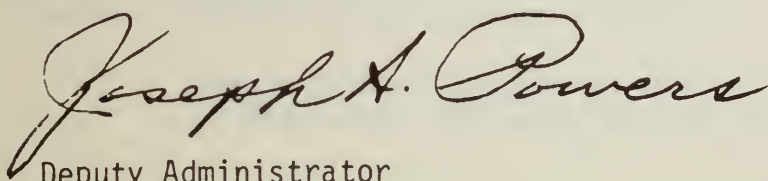
DATE and NO.	SUBJECT
6-84 3/1/84	TESTING AND DISPOSITION OF 0-3 WEEK OLD CALVES SUSPECTED OF CONTAINING SULFA AND/OR ANTIBIOTIC RESIDUES (Superseded by FSIS Notice 25-84, 6/4/84)
14-84 4/5/84	MEAT PLANTS ELIGIBLE TO EXPORT FURTHER PROCESSED MEAT PRODUCTS TO THE UNITED KINGDOM (Superseded by FSIS Notice 31-84, 6/8/84)
19-84 4/18/84	EXPORT CERTIFICATE FOR FRANCE (Superseded by FSIS Notice 26-84, 6/5/84)

NOTE: Retain FSIS Directives 9020.1 (12/10/81), Establishments Requiring Additional Inspection Effort and 9040.1 (11/27/79), Criteria for Filling Vacant Inplant Positions until they are reissued and redesignated following the NEW numbering scheme.

APHIS ISSUANCES

All APHIS issuances are discontinued for FSIS use except for those to be cancelled by FSIS Directive 4735.3, EMPLOYEE CONDUCT:

APHIS Directives 470.1, 470.2, 470.4, 470.5, 470.6, and 475.1

A handwritten signature in dark ink, reading "Joseph A. Powers". The signature is written in a cursive style with a large, stylized initial "J".

Deputy Administrator
Administrative Management

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, D. C.

FSIS NOTICE

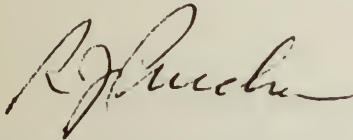
33-84

6-20-84

ADDENDUM TO POLICY MEMO 067,
THE LABELING OF MEAT AND/OR POULTRY
PRODUCTS WITH THE TERM "NUGGETS"

The following is an addendum to Policy Memo 067 regarding labeling for meat and/or poultry products with the term "nuggets".

"Labels not in conformance with the policy outlined
in Policy Memo 067 may be used until January 1, 1985."



Deputy Administrator
Meat and Poultry Inspection Operations

NOTE: To holders of FSIS Directive 7220.1--Policy Memo 067 is part of the attachment to that directive.

DISTRIBUTION: M91, M94, S01
CM3, ABB, Policy Book
Subscribers

NOTICE EXPIRES:

1-1-85

OPI: MPITS/SLD

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UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, D. C.

FSIS NOTICE

34-84

6-20-84

MPI DATA CENTER MAILING ADDRESS

All forms that require forwarding to the MPI Data Services Center should be mailed to the following address:

Data Services Center
Meat and Poultry Inspection, FSIS
U.S. Department of Agriculture
210 Walnut Street, Room 791
Des Moines, IA 50309

Envelopes pre-addressed with the above mailing address may be ordered through the normal requisition procedures.

This notice supersedes MPI Bulletin 81-36, dated 8-11-81.



Ronald J. Prucha
Deputy Administrator
Meat and Poultry Inspection Operations

DISTRIBUTION:

M91, M93, M94
S03, CM3, ABB

NOTICE EXPIRES:

6-20-85

OPI:

MPITS/IEDM

22/10/11 2:23

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, D. C.

FSIS NOTICE

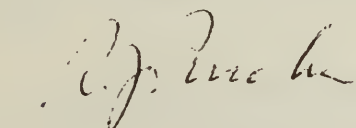
35-84

6-20-84

ASSIGNMENT REPORTING SYSTEM

The automated assignment reporting (forms MP-490 and MP-491) data base has been suspended. Therefore, copies of the forms should not be forwarded to Work Standards and Data Services (WSDS) as specified on page 13, MPI Directive 909.1, Revision 2 (9-1-77). You will be advised when the automated aspect of the system is reinstated.

Effective immediately, do not forward copies of the MP-490 or MP-491 to Washington until further notice.



Ronald J. Prucha
Deputy Administrator
Meat and Poultry Inspection Operations

DISTRIBUTION:

M91, M93, M94
S03, CM3, ABB

NOTICE EXPIRES:

6-20-85

OPI:

MPITS/IEDM

NOTICE

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UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, D. C.

FSIS NOTICE

7-5-84

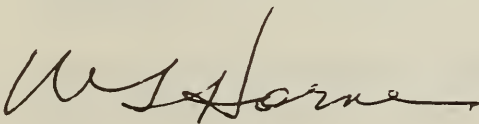
38-84

MEMORANDUM OF UNDERSTANDING BETWEEN AMS AND FSIS

On June 7, 1984, the Administrators of the Food Safety and Inspection Service (FSIS) and the Agricultural Marketing Service (AMS) signed a Memorandum of Understanding (MOU) delegating limited retention authority to meat and poultry graders and supervisors. The MOU becomes effective July 23, 1984. Under the agreement, graders will be able to perform limited inspection functions in official establishments where AMS livestock or poultry grading is conducted, when FSIS inspectors are absent. Graders will inform FSIS inspectors of any retention of unwholesome products or rejection of unsanitary facilities or equipment. The authority for making all final decisions on product wholesomeness and the sanitation of equipment and facilities remains with FSIS.

In accordance with the agreement between the two Agencies, FSIS has informed the AMS livestock and poultry divisions of the general operating requirements for plant sanitation and product handling. FSIS supervisors should discuss with inplant graders the application of the requirements to particular plants and potential problem areas within the plants. FSIS supervisors should also discuss with graders the proper use and completion of Form MP 35, "U.S. Retained/U.S. Rejected" tags. Field supervisors, upon request, will provide AMS personnel with adequate supplies of U.S. Retained/U.S. Rejected tags.

Field supervisory personnel should familiarize themselves with the information in the MOU and the AMS Notice LS(MGC)84-7, which are attached, and work closely with their AMS counterparts in implementing the interagency agreement.


Acting Deputy Administrator
Meat and Poultry Inspection Operations

Attachments

- 1 - Memorandum of Understanding
- 2 - AMS Notice, LS(MGC) 84-7

DISTRIBUTION: M91, M93,
M94, S03, CM3

NOTICE EXPIRES: 1-1-85

OPI: MPIO/RO

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MEMORANDUM OF UNDERSTANDING
BETWEEN THE
AGRICULTURAL MARKETING SERVICE, USDA
AND THE
FOOD SAFETY AND INSPECTION SERVICE, USDA

This Memorandum of Understanding delegates retention authority vested in the Food Safety and Inspection Service (FSIS) to the Livestock (LS) and Poultry (PY) Divisions, Agricultural Marketing Service (AMS). The delegated retention authority is limited to products or facilities of questionable wholesomeness or sanitation in the absence of the FSIS inspector. Additionally, it is limited to those operations or departments of establishments where LS or PY Division activities are being performed.

Therefore, AMS and FSIS mutually agree that:

A. AMS shall:

1. Distribute appropriate FSIS inspection procedures to all meat and poultry graders and supervisors.
2. Perform limited inspection procedures in accordance with FSIS instructions, standards, and regulations in the absence of the FSIS inspector and only in those operations or departments of establishments where LS or PY Division activities are being performed.
3. Ensure that graders and supervisors take proper action when applying U.S. Retained/U.S. Rejected tags to identify products and/or facilities for noncompliance with inspection requirements.
4. Notify the local FSIS inspector and provide details of any action taken requiring the use of U.S. Retained/U.S. Rejected tags.
5. Upon request of the local FSIS inspector, provide any additional information and assistance that may be required to correct the situation.
6. Return both portions of the U.S. Retained/U.S. Rejected tag to the local FSIS inspector upon resolution of the situation.

B. FSIS shall:

1. Provide the LS and PY Divisions with appropriate inspection procedures for retaining unwholesome product and/or suspending unsanitary operations.
2. Provide the LS and PY Divisions with an adequate supply of Form MP 35, U.S. Retained/U.S. Rejected tag.
3. Make all final decisions regarding the wholesomeness of products or the sanitary conditions of equipment and facilities.

U.S. DEPARTMENT OF AGRICULTURE
AGRICULTURE MARKETING SERVICE

U.S. DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE

William J. Murphy
Acting Administrator

June 7, 1984
Date

Donald Thurber
Administrator
6/4/84
Date

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Service
Livestock Division
Meat Grading and Certification Branch
Washington, D.C. 20250

MGC Notice 84-7

AVAILABLE TO INDUSTRY

ACTION BY: All MGC Supervisors and Graders

Retention Authority

I GENERAL

The responsibility for maintaining the wholesomeness and sanitation of meat and meat products is shared by all parties involved in the production and marketing systems. Although the Food Safety and Inspection Service (FSIS) has the primary responsibility for this activity, the Meat Grading and Certification (MGC) Branch is committed to assist them in their efforts whenever possible. In this regard, FSIS has delegated retention authority to MGC Branch supervisors and graders during the absence of the FSIS inspector in operations or departments of establishments where grading and certification duties are performed. This notice outlines the procedures for MGC Branch personnel to follow when retaining product and/or suspending operations. Sound working relationships and good communication between FSIS and MGC Branch personnel are essential to ensure the wholesomeness of meat and meat products produced nationwide.

The retention authority delegated to the MGC Branch has the potential, if improperly applied, to unnecessarily inflict economic hardship on plants and individuals. Therefore, MGC Branch supervisors and graders must employ a high level of discretion and professional judgment when exercising this authority.

II PROCEDURES

A Compliance with Inspection and Sanitation Requirements.

1 Supervisors and graders, in the course of performing grading and certification duties, must be alert for apparent unsanitary or other detrimental conditions which in their judgment could lead to contaminated or unwholesome product. Upon observing such conditions, MGC Branch personnel shall take appropriate action as explained in this Instruction. Supervisors and graders are not responsible for ensuring an establishment's overall compliance with FSIS regulations governing sanitation and wholesomeness. However, MGC Branch personnel should routinely discuss general sanitation and wholesomeness requirements as they relate to a particular plant and any potential problem areas with in-plant inspectors. Examples of

DISTRIBUTION:
MGC 3

OPI:
MGC Br.

RETENTION:
Remove LMGS Instr. 915(MGC)-5
Rev. 3, G 19. File this Notice
until superseded.

Page 1

(II A 1)

possible violations of sanitation and inspection requirements that may be observed include, but are not limited to, the following:

- a Critical situations or conditions, including improper handling of product, that could result in product contamination (e.g., dirt or other foreign material on meat or nonpotable water coming in contact with product).
- b Continuing unsanitary conditions in one or more departments (e.g., less than adequate cleaning of equipment, floors, or structures).
- c Vermin or insect infestation.

2 Upon observing unsanitary conditions and/or suspect product, supervisors and graders shall:

- a Complete all applicable sections of Form MP 35, "U.S. Retained/U.S. Rejected" tag (Exhibit A). Form MP 35 will be considered a U.S. Retained tag when completed for use on meat or meat products or their containers. When identifying equipment, utensils, rooms, or compartments, Form MP 35 will be considered a U.S. Rejected tag. Supervisors and graders are responsible for maintaining a sufficient supply of Form MP 35. Form MP 35 may be obtained from in-plant inspectors or the main station office.
- b Detach the main body of the U.S. Retained/U.S. Rejected tag and secure it to the product, equipment, or entrance to the area where the noncompliant condition occurs.
- c Retain the completed stub from the U.S. Retained/U.S. Rejected tag.

3 As soon as possible after securing the product, equipment, and/or area as described, MGC Branch personnel shall notify the local FSIS inspector and provide details of the action taken. Upon request of the local FSIS inspector, MGC Branch personnel will provide any additional information and assistance that may be needed to act on or correct the situation. In the event unsanitary conditions of a minor nature are observed that can readily be corrected, MGC Branch personnel may remove U.S. Retained/U.S. Rejected tags prior to FSIS notification when corrective action has been completed.

NOTE: "U.S. Retained/U.S. Rejected" tags are official documents and shall not be removed by anyone other than MGC Branch or FSIS personnel.

4 FSIS personnel will make all final decisions regarding the wholesomeness of products or the sanitary condition of equipment and facilities.

MGC Notice 84-7

(II A 5)

5 MGC Branch personnel shall notify the main station office of their actions and any FSIS action taken. The MGC Branch supervisor shall ensure that proper steps are taken when U.S. Retained/U.S. Rejected tags are used to identify products and/or facilities for noncompliance with inspection and sanitation requirements. Upon resolution of the situation, MGC Branch personnel will return both sections of the used U.S. Retained/U.S. Rejected tag to the FSIS inspector.

6 The main station office shall maintain a written record of all incidents where a supervisor or grader uses a U.S. Retained/U.S. Rejected tag to identify products and/or facilities for noncompliance with inspection and sanitation requirements.

This Notice is effective July 23, 1984.

Eugene M. Martin

EUGENE M. MARTIN, Chief
Meat Grading and Certification Branch
Livestock Division

Attachments

MP FORM 35
MAY 1973

U.S. DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE

☐ U.S. REJECTED

☐ U.S. RETAINED

NOTICE - This tag may be detached
only by an authorized employee of the
UNITED STATES DEPARTMENT OF
AGRICULTURE.

NO. B 0786836

☐ U. S. REJECTED

☐ U.S. RETAINED

NO. B 0786896

(SEE REVERSE)

☐ U.S. REJECTED

☐ U.S. RETAINED

ITEM TAGGED AND LOCATION

REASON FOR TAGGING

TAG APPLIED BY

DATE

REMARKS

PLANT OR EST. EMPLOYEE NOTIFIED

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, D. C.

FSIS NOTICE

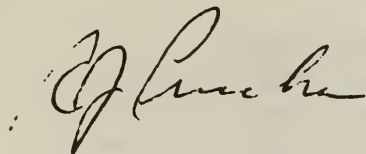
41-84

7-18-84

USE OF ISOLATED SOY PROTEIN CONTAINING TITANIUM DIOXIDE

Effective June 8, 1984, isolated soy protein (ISP) used as an ingredient in meat or poultry products no longer is required to contain titanium dioxide as a tagging substance. The Federal meat and poultry products inspection regulations were amended to delete that requirement (9CFR 318.6 and 381.147).

ISP containing titanium dioxide is still on hand in plants which manufacture this ingredient, official establishments, warehouses and other distribution points. These existing supplies of ISP containing titanium dioxide may be used in the preparation of meat or poultry products until June 8, 1985.



Deputy Administrator
Meat and Poultry
Inspection Operations

DISTRIBUTION:

M91, M93, M94,
S03, CM3, ABB

NOTICE EXPIRES:

7-1-85

OPI:

MPITS/SLD

NOTICE



UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, D. C.

FSIS NOTICE

7-5-84

39-84

DAILY SANITATION REPORT - MP FORM 455

This Notice supplements MPI Bulletin 83-13, dated March 2, 1983, by providing uniform recording of preoperative inspection sites, observations, and actions on the MPI Form 455. The detailed list of areas and items described in MPI Bulletin 83-13 may be different in each poultry plant and they will differ from the list that is printed under the "GENERAL AREA" column of MP Form 455. For consistency, the operational instructions are also modified. These instructions modify the current procedures listed in the MPI Manual (subpart 20.16).

The abbreviations described in MP Form 455 and in the MPI Manual will not be required in the "PRE-OP" and "OPER" columns for the plants that are covered in the MPI Bulletin 83-13.

The following paragraphs are numbered to correspond to the heavily circled numbers on the attached sample MP Form 455:

PRE-OPERATIONAL SANITATION

1. Select the "items" to be inspected in each "area" as described in the program approved by the circuit supervisor. (See Attachment 1 sample listing of Areas and Items.) Record the "area" and "item" designations in a column, as a margin notation, to the left of the preprinted "GENERAL AREA" list on the MP Form 455. In the example, "I" represents "area", and "7, 3, 8" represents randomly selected "items".

2. Circle "items" that are found to be deficient during inspection. Area II, Items 22 in the example (See Attachment 2, Sample MP Form 455) was found to be deficient as indicated by the circle. Area II, Items 5, 9, 2 and 23 were inspected and no deficiencies were found. In Area III, Items 15 and 1 were found deficient but the selection of additional "items" were not required.

3. Record the "area" and "item" number of the "deficient item" in the "PRE-OP" column.

DISTRIBUTION: M91, M93,
M94, S03, CM3, ABB

NOTICE EXPIRES:
7-1-85

OPI: MPITS/FESD

4. Describe briefly in the "REMARKS" column the location and the specific nature of each deficiency (i.e., blood, fat and/or muscle tissue, rust specks, paint chips, grease smear, nondescript residue).

5. Make appropriate notations in the "ACTIONS TAKEN" column, (i.e., reject-expand sample, area rejected, cleaned, reinspected).

6. Select the "expanded sample" "item" numbers when an "unacceptable" "item" is found. Record the numbers in a column beside the original "item" numbers for that "area". In attachment #2 for Area II, Items 12, 17, 3, 15 and 4 were selected and inspected. Item 17 was found to be unacceptable resulting in rejection of Area II. Record deficiencies as previously described. Accept or reject the "area" and take steps necessary to obtain corrections of rejected "areas" or deficient "items".

OPERATIONAL SANITATION

7. Use the preprinted list under the "GENERAL AREA" column of the MP Form 455 to identify operative deficiencies.

8. Record the "GENERAL AREA" numbers for each deficiency in the "OPER" column.

9. Fill in the "REMARKS" and the "ACTIONS TAKEN" columns for each operative deficiency as previously described.



Deputy Administrator
Meat and Poultry Inspection Program

Attachments

- 1 SAMPLE Listing of Areas and Items
- 2 SAMPLE - MP Form 455

Key

Roman Numerals = Areas
Number = Items

SAMPLE LIST FOR DEMONSTRATION PURPOSES ONLY

AREAS & ITEMS (sample list)

I. RECEIVING - PICKING - SELECT THREE (3) ITEMS

1. Conveyor System (to hanging cage)
2. Hanging Cage
3. Stunner
4. Killing Machine
5. Walls and Floor (outside dock)
6. Blood Room - Trough, floor & walls
7. Scald Vat
8. #1 Picker and neck scalding
9. #2 Picker and head puller
10. #3 Picker and Washer
11. Hock Cutter
12. Food Unloader
13. Walls and ceiling (picking room)
14. Floor and drains (picking room)
15. Conveyor belt from Hock Cutter
16. Picking Line and shackles
17. Lights and fans
- 18.

II. Eviscerating - SELECT FIVE (5) ITEMS

1. Transfer table and conveyor belt
2. #1 Evis. line and shackles (next to wall) include trough
3. #1 Oil Sac Cutter and Neck breaker
4. #1 Vent Machine
5. #1 Inspection Station (mirror, trough, lights, ramps, seats, etc.)
6. #1 Eviserator - include evis. trough
7. #1 Inside Inspection Station - trough, lights, ramps, seats, etc.)
8. #2 Evis. Line & Shackles (include trough)
9. #2 Oil bag cutter and Neck breaker
10. #2 Vent Machine
11. #2 Oil Inspection Station (mirror, trough, lights, racks, seats, etc.)
12. #2 Eviserator - Include eviserating trough
13. #2 Inside Inspection Station
14. Salvage & Washout Station (include drip pans)
15. Liver & Heart Station - nozzles, flumes pipes & pump
16. Gizzard Machine #1
17. Gizzard Machine #2
18. Gizzard defatters and table (include pipes and pump)
19. House Inspection Station #1 (cropping, H. insp., & rework table)
20. House Inspection Station #2 (cropping, H. insp., & rework table)
21. Final Washer
22. Neck skin cutter, Neck washer & pump
23. Evis. Walls and ceilings
24. Evis. floor, drains & ramps
25. Evis. lights & fans
26. Giblet chiller-(spot check one or two pipes)
- 27.

III. CHILLING & PACKING - SELECT FOUR (4) ITEMS AND ONE (1) CHILLER

1. Drip pans (neck skin cutter to pre-chiller)
2. Bird unloader into pre-chiller
3. Pre-chiller (check first, if drawn)
4. Conveyor belt (pre-chiller to #2 chiller)
5. #2 Chiller & windmill unloader
6. #3 Chiller and unloader
7. Conveyor belt to squeeze to conveyor belt
8. Grading belt
9. Floor & drains under chillers
10. Giblet collection bins
11. Giblet pipes, valves, and drip pan above bins
12. Giblet wrapping machine
13. Giblet stuffing tables and conveyor belts
14. Chiller pumps and connecting lines
15. Ceiling, ice augers, fans, lights and drip pans
16. Packing line - A Grade - shackles, rails & drip pans
17. Packing line - Undergrade - shackles, rails & drip pans
18. WOG Packing lines - include floor & box conveyor
19. Reg. Packing lines - include floor & box conveyors
20. Vats, plastic boxes, pallets, tables
21. #1 Scale line (next to wall) (scales, CO2 hood, Icer)
22. #2 Scale line (scales, CO2 hood, Icer)
23. Stairs to box room - (include floor underneath stairs)
24. Conveyors - from box icers to cooler
25. Ice Room - hallway, boots & Ice
26. Accessory Giblet & Neck collecting stations, vats & Pipes
- 27.

PRESS HARD - YOU ARE MAKING 2 COPIES

U.S. DEPARTMENT OF AGRICULTURE FOOD SAFETY AND INSPECTION SERVICE MEAT AND POULTRY INSPECTION OPERATIONS	ESTABLISHMENT NAME	EST. NO.	DATE
	DAILY SANITATION REPORT	TOP QUALITY	P-38

INSTRUCTIONS: Prepare original and one copy signed by inspector and plant management. Inspector files original and gives copy to plant management.

Under the abbreviations "Pre-Op." (Observations made prior to the start of operations) and "Oper." (Observations made after operations have begun), record as appropriate the following codes: "N.O." (Not Observed), "Ac." (Acceptable), "Def." (Deficiency(s)).

GENERAL AREA	PRE-OP	OPER.	REMARKS (Enter "General Area" No., specific description of deficient areas, equipment, etc.)	ACTIONS TAKEN AND DOWNTIME (Enter "General Area" No.)
I	7	II-22	NECK SKIN CURC, FAT PARTICLES ON BLADE	REJECT - EXPAND SAMPLE
II	3	II-17	GIZZARD MACHINE #2, INGESTA SPECKS IN TROUGH, TISSUE AROUND BLADE	AREA II REJECTED, CLEANED, REINSPECTED @ 2:05 am, 5 min. D.T.
III	12	III-1	D RIP PAN - NON DESCRIPT RESIDUE	CLEAN TONIGHT OK 1-20-84 MM*
III	17	III-15	CEILING ABOVE ISLE, WEST WALL CONDENSATE DRIPPING	TRAFFIC RESTRICTED CORRECT & RELEASE 8:20 am
III	15	13	LIGHT FIXTURE OVER Eviscerating Line, Dust & OCCASIONAL FEATHER PARTICLE and BLOOD	CLEAN AT BREAK 9:30 am OK MM
III	9	16	HAND WASH STATION - NO SOAP OR TOWELS FOR EMPLOYEES AFTER 9:15 BREAK	UNIT SERVICED & HANDS WASHED 5 min. D.T.
III	10	9b	CUT-UP AREA BONEING TABLE LEGS, GRAY-GREEN BUILDUP	CLEAN TONIGHT OK 1-20-84 MM
III	1	6	CUT-UP, MOISTURE FORMING ON CEILING	NOTIFIED - FANS TURNED ON
III	5		Items carried to next day will be checked by inspector on duty and initialed.	

RECEIVED BY ESTABLISHMENT OFFICIAL (Signature)	INSPECTOR(S) SIGNATURE	PAGE NO.
	M. M. Jefferson	1 of 1

MP FORM 455 (3/83)

REPLACES MP FORM 455 (10/81), WHICH MAY BE USED UNTIL EXHAUSTED.

U.S. GOVERNMENT PRINTING OFFICE: 1984 - 421-931/116

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, D.C.

FSIS DIRECTIVE

7010.1

7/18/84

PROCESSING USDA-DONATED COMMODITIES

I. PURPOSE

This directive prescribes procedures to be followed by meat and poultry inspection personnel when meat and poultry commodities donated by USDA to the FNS National School Lunch Program enter an official establishment to be fabricated or further processed.

II. RESERVED

III. REFERENCES

Section 250.15 (g) and (h) of FNS Regulations (7 CFR 250.15 (g) and (h)).

IV. REASON FOR ISSUANCE

To provide procedures to inplant inspection personnel regarding processing USDA-donated meat and poultry commodities for the FNS National School Lunch Program.

V. POLICY

Section 250.15 (g) of FNS regulations prohibits the substitution of donated meat and poultry products for commercial meat or poultry products.

In addition, the regulations provide that whenever USDA-donated commodities are to be fabricated or further processed; e.g., "USDA-Donated Ground Beef" are to be fabricated into "Patties", or "USDA-Donated Turkeys" are to be further processed into "Turkey Rolls", such processing must be accomplished in accordance with section 250.15 (h) of the FNS regulations which reads as follows:

"(h) Meat and poultry inspection programs. When donated meat or poultry products are processed or when any commercial meat or poultry products are incorporated into an end product containing one or more donated foods, all of the processing shall be performed in plants [operating] under continuous Federal meat or poultry inspection, or continuous State meat or poultry inspection in States certified to have programs at least equal to the Federal inspection program. If the value of the donated meat or poultry items to be processed under any contract at any one time is \$10,000 or more, the processing must be performed under [AMS] acceptance service grading. Under no

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circumstances shall the processor set up processing runs for the purpose of circumventing this requirement. The cost of this service shall be borne by the processor. In the event that an [AMS grader] is not available or that a school food authority needs product produced on short notice, the State distributing agency may provide the processor with written authority to defer [AMS] acceptance service for the specific instance. The processor shall retain all such distributing agency notices on file as part of its production records." (Emphasis added.)

VI. RESPONSIBILITIES

A. Meat and poultry inspectors assigned to plants processing USDA-donated commodities shall:

1. Require adherence to applicable meat and poultry inspection regulations.
2. Immediately inform supervisors whenever such activities do not comply with section 250.15 (g) or (h) of FNS regulations.

B. Meat and poultry inplant supervisors shall, upon confirmation of inspector's findings, notify the Regional Office, through supervisory channels, so that appropriate action can be taken.



Acting Deputy Administrator,
Meat and Poultry Inspection Operations

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, D.C.

FSIS DIRECTIVE

7410.1

6-29-84

PACKAGING MATERIALS

I. PURPOSE

This directive provides guidelines for enforcing the packaging regulations contained in Sections 317.20 and 381.144 of the Meat and Poultry Inspection Regulations.

II. [RESERVED]

III. [RESERVED]

IV. REFERENCES

21 CFR 7.12 and 7.13 Food and Drug Administration Regulations

Sections 301.2, 317.20, 381.1, 381.144, Meat and Poultry Inspection Regulations

Section 8.34, Meat and Poultry Inspection Manual

V. [RESERVED]

VI. POLICY

Official establishments must receive from the suppliers of their packaging materials, and retain in their files, written guaranties that the materials are in compliance with the Federal Food, Drug and Cosmetic Act (FFDCA), as amended, and all applicable food additive regulations. Inspectors will view such guaranties as establishing that the described packaging materials are in compliance with the FFDCA and all applicable food additive regulations unless the inspector has specific reasons to believe otherwise. FSIS will institute a monitoring program to ensure written guaranties can be substantiated.

VII. REQUIREMENT FOR A GUARANTY

A. **What Requires a Guaranty.** The packaging material regulations are intended to cover only those materials which may become components of food due to their contact with meat or poultry food products (i.e., indirect food

additives). Therefore, plants are required to obtain from suppliers and keep on file a guaranty for all food contact packaging materials in the establishment. Some examples of food contact packaging materials are:

- Absorbent Pads
- Insert Labels
- Glass Jars
- Cans
- Giblet Wrap

B. What Does Not Require a Guaranty.

1. Packaging Materials (no food contact).

a. Since the regulations are intended to only cover those materials which may become indirect food additives through contact, a guaranty is not required for materials not in direct contact with meat or poultry food products. Some materials meet the definition of packaging material in sections 301.2 (xxx) and 381.1(b)(59) of the Meat and Poultry Inspection Regulations, but are not indirect food additives and therefore are not covered by these packaging material regulations. Examples of these are shipping cartons which are not the immediate container, netting placed over sealed plastic wrap, labels applied to cans or other containers after the food is sealed inside, and strapping or tape used where food contact is not expected.

b. A guaranty is not required at the receiving plant for packaging material used on meat and poultry food products coming from another official establishment, even if it is reused at the plant of destination. If the packaging material is reused, its use must be in accordance with section 8.34 of the Meat and Poultry Inspection Manual. Such materials should be covered by a guaranty at the plant of origin (i.e., the point at which the meat or poultry food product was first packaged).

c. A guaranty is not required for packaging materials containing ingredients, such as antioxidants or binders, received at a plant.

2. Other Materials. A guaranty is not required for materials which do not meet the definition of packaging materials although there may be food contact. Though not covered under the packaging regulations, such materials may be regulated under other sections. For example, equipment and utensils are covered under sections 308.5 and 381.53 of the Meat and Poultry Inspection Regulations. Examples of such exclusions are:

- Apparel - coats, aprons, gloves, boots, head covers
- Utensils - knives
- Equipment and Parts - belts, gaskets, cutting boards
- Construction and Repair Material - wall board, ceiling panels, floor coverings, coatings
- Additives - scald additives, smoke flavorings, branding inks, dry ice
- Nonfood Compounds - cleaners, water treatments, pesticides

Continue to handle these materials as in the past.

VIII. WHAT TO LOOK FOR IN THE GUARANTY

A. Source.

1. The guaranty must be from the supplier of the packaging material. USDA-issued acceptance letters may not be substituted for a guaranty. Generally, the firm supplying the guaranty (i.e., supplier) will be the firm under whose name the material is marketed to the official establishment. The firm and brand names on the guaranty must be traceable to the material which it covers. Some material, such as aluminum roll stock, is used to form different sizes and shapes of containers. A separate guaranty is not needed for each size or shape. A guaranty provided by the roll stock supplier is sufficient.

2. The guaranty for packaging materials fabricated within a plant may come from the official establishment itself. An example would be aluminum roll stock for trays which is coated and formed after it is received at the plant. Since the plant has modified the aluminum roll stock by coating it, the plant must guaranty the final form of the material.

B. Format. A guaranty need not be in any specific format, but must include the following information:

1. Statement that the material complies with the Federal Food, Drug and Cosmetic Act and any applicable regulations.

2. Brand name or code designation of the material. The term code is not intended to suggest a universal coding system. A code may be any combination of letters or numbers that is used by the supplier to identify a specific packaging material.

3. Name of the supplier.

a. A supplier may be any one of a number of firms; the manufacturer, a distributor, or even the plant itself (See VIII (A)(2) above).

b. The supplier will generally be the firm whose name appears on the packaging material shipping container or other documentation (e.g. bill of lading) accompanying the packaging material for identification.

4. Conditions of use for the material, including temperature and other pertinent limits. This information is required to avoid improper use and to insure that there is no misunderstanding among suppliers, official establishments, and inspectors about the use(s) covered by a guaranty. Existing acceptance criteria limit certain materials to specific use conditions (e.g., maximum processing temperature or use only with certain types of food such as nonacid foods). Therefore, a guaranty must include the use condition and limitations under which the guaranty is valid (e.g., to contain meat at room temperature and below or to contain poultry products processed at temperatures not exceeding 100°C.).

5. Signature of an official of the supplier (should include typed or printed name and title). The signing official need not be an officer of the supplying firm.

C. Traceability.

1. The identity of all packaging materials in the official establishment must be traceable to the applicable guaranty.

2. Do not look for a brand or supplier identification on each container (e.g., can or jar). Instead, look for a brand name or supplier identification on shipping cases, invoices, or bills of lading which can be traced to a particular container. In instances when the identification does not appear on the shipping container (e.g., bulk shipments or palletized shipments of cans), official plants will be held responsible for maintaining traceability, segregating shipments, or otherwise associating packaging materials with the applicable guaranty.

3. Guaranties need not cover specific size, shape, or thickness of container or wrapper. Rather, they cover the material from which such packages are fabricated. Individual packages need only be traceable to the stock material. This is particularly true for cans, trays, or boxes made within the official plant. For example, the same aluminum roll stock may be used within the plant to form different sizes and/or shapes of trays. A separate guaranty is not required for each size and/or shape tray. A guaranty covering the roll stock is sufficient.

IX. WHAT TO DO WHEN PROBLEMS ARE ENCOUNTERED

Problems other than those discussed below should be handled as in the past. Even if guaranties are complete and correct, Inspectors should continue to inspect and disallow the use of packaging materials, and retain products contained in them if there is reason to believe the materials may render the products adulterated or injurious to health.

A. Problems That May Occur With Guaranties:

1. No guaranty letter is available or traceable for a packaging material.
2. Guaranty has missing information.
3. Conditions of use are different from those guaranteed.

B. **Inspectors in Charge.** Check for problems in IX A. above in plants under inspection and call the Area Supervisor for guidance in resolving any problem concerning compliance with the regulations. Do not retain the packaging material or product packaged in it on your own volition pending resolution of a problem with the guaranty.

C. **Circuit Supervisors.** Check for problems in IX A. above during visits to the plants and call the Area Supervisor for guidance in resolving any problems concerning compliance with the regulations. Do not retain the packaging material or product packaged in it on your own volition pending resolution of a problem with the guaranty.

D. **Area Supervisors.**

1. Use your discretion to determine appropriate action to resolve problems in IX A. above when possible.

2. Keep a log of calls to include the date, brief description of the problem, and action taken to resolve the problem.

3. When problems cannot be resolved within the context of policy described in this directive, contact the Food Ingredient Assessment Division (FIAD) for consultation. Questions should be directed to:

Product Safety Branch, FIAD, Science
Food Safety and Inspection Service
U.S. Department of Agriculture
Bldg. 306, BARC-East
Beltsville, MD 20705
Telephone: (301) 344-2566, FTS 344-2566



Deputy Administrator
Meat and Poultry Inspection Operations

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, D.C.

FSIS DIRECTIVE

11,210.1

7/18/84

PROTECTING POTABLE WATER SUPPLIES ON OFFICIAL PREMISES

I. PURPOSE

This directive provides guidelines for protecting potable water supplies from contamination by nonpotable and/or reused water or water solutions in official establishments.

II. CANCELLATION

Cancel MPI Bulletin 79-75 dated 7/23/79, and MPI Bulletin 77-19 dated 2/9/77.

III. REASON FOR ISSUANCE

To strengthen and standardize the system for identifying and reporting nonpotable water systems and reused water and/or water solutions in official establishments.

IV. REFERENCES/RELATED PROCEDURES

Sections 308.1, 308.2, 308.3, 381.19, and 381.50 of the meat and poultry inspection regulations.

V. RESPONSIBILITIES

A. Identification of Existing Nonpotable Water Lines. All official establishments shall provide a written notice to the Circuit Supervisor (CS) stating whether or not nonpotable water lines are presently in use in the establishment.

B. Nonpotable Water Lines and Cross Connections.

1. Official Establishments. When an official establishment maintains, installs or modifies a nonpotable water system, it shall:

a. Provide the CS a written notice, including a description of the means by which nonpotable lines are identified and the location of all cross connections with the potable water system.

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ABB

OPI: MPITS, Facilities, Equipment and
Sanitation Division

b. Afford the opportunity for inspection of the source of its water supply, storage facilities, and distribution system by the CS and/or the inspector-in-charge (IIC).

2. Inspector-in-Charge. Upon receipt of such notice the IIC shall:

a. Review all potential cross connections with plant management and assure that there is a complete separation of the two systems.

b. Maintain notification and results of the review on file in the Government office at the establishment; forward a copy to the area office.

C. Reuse of Water and/or Water Solutions.

1. Official Establishments will submit to the IIC a description of current and proposed water reuses.

2. Inspector-in-Charge will forward the proposal(s), addendum(s), or revision(s) with any comments to the Water Reuse Committee, USDA-FSIS-FESD, Sanitation Branch, Washington, DC 20250, for evaluation.

3. Water Reuse Committee, established by the Administrator to consider specific water reuse proposals, will review the information submitted for approval of water reuses other than those specified in the meat and poultry inspection regulations and other Agency instructions.



W. S. Horne
Deputy Administrator
Meat and Poultry Inspection Program

☐ DIRECTIVE
☐ REVISION
☐ AMENDMENT
☒ OTHER

CHANGE TRANSMITTAL SHEET

Change 84-6 to
MEAT AND POULTRY INSPECTION MANUAL

84-6

July 1984

I PURPOSE

This document transmits changes to the Meat and Poultry Inspection Manual.

II CHANGES

Remove

Pages 21 and 22

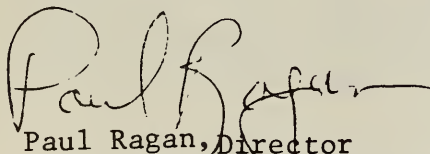
Insert

Pages 21, 21a, 21b and 22

III CANCELLATION

This change transmittal is cancelled when contents have been incorporated into the MPI Manual.

Attachment



Paul Ragan, Director
Regulations Office
Policy and Program Planning

PEN AND INK CHANGES

Page 207, delete Part 20.16, MP Form 455. Add "Reference Part 8.6, Sanitation Report."

Page 215, first form listed, under the heading Submittal, change to read "Daily or as needed". Under the heading Other Information, delete "N" and "U" and insert "N.O.", "AC.", or "DEF.".

DISTRIBUTION: M91, M93, M94,
S03, CM3

OPI: MPITS/FESD

PEN AND INK CHANGES (cont'd)

Page 215, sixth form listed should read "MP 490, Assignment Development Record." Under the heading Distribution, delete the second line.

Page 215, seventh form listed should read "MP 491, Assignment Status Change Report." Under the heading Use, add "Maintain Assignment Status Data." Under the heading Distribution, delete "See form" and add "Reg. Office - copy, Area Office - copy."

The supervisor shall assure that inspector and management assume their responsibilities, and that new plants are more frequently covered until a satisfactory preoperative sanitation history is established.

8.3 OPERATIONAL INSPECTION

Operational sanitation inspection requires the inspector to observe product handling and general house-keeping--dressing procedures, equipment sanitizing, handwashing, floor cleaning, trash removal, control of employee objectionable practices, bone and scrap removal, etc.

The inspector is responsible for detecting potential problems and requiring corrective actions.

8.4 INSPECTION PRIORITIES

The primary objective of sanitation is to prevent product contamination. The inspector must consider the types of contamination, and must establish priorities for initiating action.

8.5 INSANITARY CONDITION

Appropriate Action

MPI employees must use sound judgment in correcting insanitary conditions. They are responsible for enforcing all sanitary requirements and are authorized to take appropriate action to meet such responsibilities.

8.6 SANITATION REPORT

* (a) MP Form 455.

* The documentation on the MP Form
* 455 is an important part of the
* total sanitation program. The timely
* issuance of this report serves as an
* important means of communicating with
* plant management to stimulate com-
* pliance with sanitation standards,
* and to provide a sanitation history in
* a plant.

* Properly completed MP Form 455's are
* a valuable document. This form does not
* dictate the frequency or location of

inspection activities, but is a tool for
documenting any sanitation deficien-
cy that requires the inspector's time
to obtain correction.

(1) CIRCUIT SUPERVISOR'S (CS) RESPONSIBILITIES:

(i) Follow guidelines in this section
to assure uniform use of the MP Form 455
recognizing that flexibility is
necessary because of differences in
assignments.

(ii) Evaluate the circumstances
within the circuit to determine the
most productive application of the
MP Form 455.

(iii) Submit supplemental instruc-
tions or variances from these
instructions through channels to the
regional office for approval.

(iv) Delegate, by assignments,
inspector responsibility for making
entries on the MP Form-455.

(v) Review a number of MP Form-455's
in each establishment for conformance
with instructions.

(2) INSPECTOR-IN-CHARGE'S (IIC) RESPONSIBILITIES:

(i) Record entries as instructed.

(ii) Review inspector entries for
conformance with the instructions.

(iii) In large complex plants,
determine if it is more efficient for
each inspector in an assignment to
make out a separate MP Form 455.

(3) ASSIGNED INSPECTOR'S RESPONSIBILITY

(i) Complete at least one form
for each plant on the day the plant
activities are inspected. If one
form will not accommodate all the
deficiencies for that day, use
additional forms or blank paper with
a carbon copy for page two and
subsequent pages. Number each page
in the lower right-hand corner.

* (b) Completion of MP Form 455

* If applicable and in accordance
* with the items listed under the
* "GENERAL AREA" heading, complete
* each column on the MP Form-455 as
* follows:

* (1) "PRE-OP" and "OPER". Enter
* the following information:

* (i) N.O. when for specific reasons
* such as time, unusual problems, reduced
* operations, etc., a representative
* sample of the area is "not observed;"

* (ii) "AC," when a representative
* sample of the area is "acceptable;"

* (iii) "Def." when deficiencies are
* identified in a representative sample
* of the area.

* (2) "Remarks." Describe deficien-
* cies with specific references to loca-
* tion, equipment, nature of deficiency,
* how much, and name of plant personnel
* notified, etc. Avoid nonspecific words;
* describe observation with such items
* as: meat residue, bone dust, grease
* spots, unclean due to . . . ,
* unsanitary due to . . . , etc.

(3) "Action Taken." Include any
restrictive action taken such as
equipment or area tagged, production
downtime (approximate), etc. Before
filing the report, close each entry
with a specific corrective action or
a reference to the Plant Improvement
Program (PIP) and project number
assigned.

Items scheduled for correction
after the day's operation **must be**
corrected before start of the next
day's operation. Close such entries
the following day with date,
description of action, and the
inspector's initials. File the form
for the record.

Place items that are programmed
for correction agreed upon between
the IIC and plant management on the
PIP by project number with a
reference by date and general area
number to the MP Form 455.
Sanitation problems that can be
corrected on a daily basis should
not be listed for correction on the
PIP. Programmed items are usually
limited to facility changes, upgrad-
ing deficiencies requiring major
repairs, or extensive cleaning/
refurbishing projects.

Plant management has total responsi-
bility for maintaining an acceptable
level of sanitation that will preclude
the need for negative entries on the
MP Form 455. The inspector will
discuss each entry with the appropriate
plant official who has authority to
correct the deficiency and/or set up
programs to prevent a recurrence.
When discussion does not occur, or
when the plant official disagrees with
an entry, the inspector should enter
the reason in the "Remarks" section.
The IIC should encourage plant
officials to add their written comments
to the IIC's copy of the form. A copy
of the report will be provided by the
IIC to the plant official at the end
of the day or the following day.

On a weekly basis or more often, if
necessary, the IIC will discuss special
problems and/or patterns of noncom-
pliance with plant officials. Record
the results of these discussions on
or attach to the MP Form 455 for that
day.

(c) Alternative

When the incidence of sanitation
deficiencies is so infrequent that
only a few entries are made on the
MP Form 455, the CS may have entries
made for a period of time not to
exceed one week. Follow these
instructions:

(1) Include a copy of the CS authori-
zation in the MP Form 455 file,

- * (2) Modify the date box to indicate the period of time covered by the report (From-To).
- * (3) Record and date deficiencies in the "Remarks" column at the time they are observed. A date and the inspector's initials will also be used in place of the "Def" abbreviation under the columns headed "Pre-op and Oper".
- * (4) Continue to use the abbreviation "Ac" and a date for accepted areas, in order that the entry may be placed within the space given on the form.
- * (5) Do not reduce entries.

* (d) Distribution, File

- * Request a plant representative sign in the block entitled "Received by Establishment Official" and provide a copy to that official.
- * File the original in the inspector's office for one fiscal year and then destroy. The CS will direct the IIC to send the outdated forms to the Area Office if there is a possibility the forms may be needed.

8.7 PLANT IMPROVEMENT PROGRAM

Generally, deficiencies noted on MP Form 455 are corrected the same day. However, when they are of a nature requiring more time for completion (i.e., structural changes, equipment repair, etc.), priority must be given to product protection until corrections can be made.

Correction methods and completion dates should be as follows:

- (1) agreed upon by inspector-in-charge and plant management,
- (2) confirmed in writing, and
- (3) made a part of the PIP.

Such writeups are to be concise, specific, and include date of agreement and expected completion date. If such a date cannot be agreed upon, the inspector-in-charge will set one. He will consult his supervisor before setting a due date, if failure by the establishment to comply will result in a major curtailment of a plant's operation or production. Newly assigned or rotated inspectors-in-charge must review the

PIP with the circuit supervisor before discussing major facility or equipment changes with plant management, or before changing established completion dates.

GENERAL SANITATION

Subpart 8-B

(Regs: M-308; P-Subpart H)

Good housekeeping is essential to (1) prevent product contamination, (2) control objectionable odors, (3) avoid vermin harborages and breeding places, (4) minimize bacterial growth.

8.9 OUTSIDE PREMISES

Outside plant premises must be kept clean and tidy. Location of the plant and sanitation of its premises have a direct effect on inside sanitation.

Product may be contaminated as it is handled through doorways, loading docks, etc., by odors from chemical plants, smoke and ashes from burning trash, dust from unpaved roads, etc.

Poor sanitary practices, rubbish accumulations, and failure to control weeds result in vermin harborages.

Suitable refuse containers, removal of scrap, and storage of useful materials on at least 12-inch high racks are essential for proper sanitation.

(a) Refuse Burning; Incinerator

Burning plant refuse outside is not permitted, unless it is approved by local authorities and is done in properly constructed and sanitarily maintained incinerators with concrete base and screens for flying ash. Unless these facilities are present, plant refuse shall be removed daily or more often, if necessary, to prevent a nuisance.

(b) Livestock Holding Pen

Holding pens and drive alleys shall be kept reasonably clean to avoid animal soiling, odor, insect and rodent harborage.

Knocking box, nearby holding pen and restraining chute must be thoroughly clean before each day's operation.

8.10 DRY STORAGE

Good housekeeping and stock rotation are important in eliminating possible product contamination.

Spices, condiments, and curing agents shall be kept on racks in closed containers.

Dry storage areas shall be kept clean and dry and materials so arranged that the area can be cleaned.

Most supplies can be stored on 12-inch high racks. Movable pallets are acceptable if they are routinely moved and the floors are kept clean.

Dry materials may be stored without racks or pallets, provided they are closely piled and frequently moved--through rapid usage or otherwise--to keep the area clean and orderly.

Product ingredients must be handled and stored as "edible products."

Accumulation or storage of unnecessary or unused equipment in storage or working areas should be avoided.

To prevent product contamination, storage of soaps, detergents, or denaturing agents in product handling or holding areas shall not be allowed.

8.11 WASTE DISPOSAL

- * Adequate waste disposal eliminates
- * potential contamination sources. It
- * may be categorized into sewage,
- * grease recovery, organic wastes and
- * rubbish removal.
- * Liquid wastes must be promptly
- * removed and must not accumulate in
- * work areas, around premises, or over
- * floors and cause sanitation hazards.
- *

- * **(a) Manure, Hog Hair, Paunch Contents**

- * Manure removed from livestock pens
- * frequently becomes a problem.

Immediate removal from the premises is the best procedure, but temporary storage is sometimes necessary.

Properly drained concrete storage bins may be used for temporary storage, provided manure is removed at least weekly, bins are thoroughly cleaned before reuse and are protected from insect and rodent infestations.

Hog hair, paunch contents, and the like shall be removed from the plant daily or as approved by RD. Hog hair must be removed from the slaughtering room in watertight metal containers at least at the end of the day's operation. It must either be removed from the plant in watertight metal truck and disposed of without creating objectionable conditions (fly breeding, odors, etc.), or it must be conveyed to suitable equipment within the plant for processing.

(b) Feathers; Viscera (Poultry)

To minimize possibilities of edible product contamination, to control insects and prevent offensive odors, feathers and poultry viscera should be promptly removed.

(c) Blood

Blood not processed within the plant must be removed daily in watertight covered containers. Container filling shall be done in a well-drained paved area with water outlets. Such area shall be washed at least daily and more often if necessary.

(d) Rubbish

Used paper towels, cartons, office waste, labeling materials, etc., may frequently be a sanitation problem. Suitable containers must be conveniently located throughout the plant and must be emptied frequently to control vermin and odors.

Rubbish must not cause a nuisance.

